



Product Design Leads (PDLs) or Product Managers (PMs) identify task-specific training required as a consequence of an employee's assigned tasks within a supported organization. This form may be used by PDLs or PMs to document the need for, and completion of locally-provided QMS-Required Task-Specific Training. Enter names of all personnel scheduled to attend training. Signatures/initials are required of those who attend. Completed forms are to be kept in your organization's files.

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|--------------------|--|--------------------|--|
| Subject: | | Date(s): | |
| Instructor: | | Start Time: | |
| Location: | | End Time: | |

Course attendees should sign/initial below for each day. Instructors should write an “X” in the signature/initials box of any employee who does not attend on a given day.

[illegible]